

2015 University District Youth Center RFQ
The last day to ask questions is Monday October 5, 2015 by 12pm (noon)
QUESTIONS AND ANSWERS

Question #	Date Received	Question	Response
Questions 1 to 20 Posted on October 1, 2015			
1.	9/21/2015	Is there a reason this has been fast tracked?	Catholic Community Services notified the City they wanted to terminate their contracts and the City negotiated to have CCS end their contracts at the end of 2015. HSD wants to avoid any interruption to services at UDYC which led to the decision to hold an expedited RFQ.
2.	9/22/2015	If the (UDYC RFQ) quick turnaround is unavoidable, will the evaluators factor in the size of the service provider?	Please review the application Section III Proposal Narrative & Rating Criteria (page 14-16) to see how HSD will review and rate applications. All agencies are welcome to apply whether they are big or small. HSD also encourages and supports agency collaboration.
3.	9/24/2015	Under the new agency, would UDYC be required to stay at its present location at the University Congregational United Church of Christ?	Yes. The new agency would need to maintain the UDYC lease with the church. As Catholic Community Services stated at the September 14, 2015 UDYC Gathering, the rent for UDYC is \$1.00 a year.
4.	9/24/2015	Would the new agency become the fiscal agent for UDYC?	No. The new agency would assume all aspects of the program, including the financial and programmatic leadership.
5.	9/24/2015	Could the UDYC's name be changed by the new agency?	It is HSD's preference to maintain the University District Youth Center name for continuity of the program and presence in the location.
6.	9/24/2015	Are costs included for maintenance of the facility?	As part of the budget, there are line items allowing for program operating costs including building maintenance and utilities. Please refer to the excel budget worksheets link on the HSD funding website: http://www.seattle.gov/humanservices/funding/
7.	9/24/2015	The UDYC Drop-in Center age range is from 12-25?	Yes. As laid out in the RFQ, this is the Seattle Human Services Department's homeless youth and young adult broadest age range.
8.	9/24/2015	Is a Detailed Program Budget and Personnel Detail form needed from the agency or just for the program?	See the Guidelines and Application document (page 18) for the application checklist. The UDYC program budget is divided into the Drop-in Center budget and the PRO Youth budget. Budget amounts are outlined on page 3 of the Application and Guidelines documents.
9.	9/24/2015	(After it was discussed that the PRO Youth contract requires two FT case managers) Does the RFQ indicate how many staff are required for the UDYC Drop-in Center contract? Or is it at the discretion of the agency?	See page 7 of the Guidelines and Application document under Description of Key Staff and Staffing Level where it outlines "drop-in center staffing should be adequate to safely cover open hours for drop-in center supervision."
10.	9/24/2015	How will Equity and Cultural Responsiveness be measured? Through numbers?	See page 16 of the Guidelines and Application document section D. Equity, Cultural Responsiveness, and Social Justice.

2015 University District Youth Center RFQ
The last day to ask questions is Monday October 5, 2015 by 12pm (noon)
QUESTIONS AND ANSWERS

11.	9/24/2015	What would be adequate proof that Equity and Cultural Responsiveness criteria have been met? Are you looking for numbers? Something concrete? Data?	See page 16 of the Guidelines and Application document section D. Equity, Cultural Responsiveness, and Social Justice.
12.	9/24/2015	Are RFQ submissions and rating confidential?	Since this RFQ process will award tax-payer funds, submitted application materials are subject to public disclosure and available upon request to the public. However, it is HSD practice to not fulfill public disclosure requests until the award process is completed.
13.	9/24/2015	But once decision is made, are they not public records?	Since this RFQ process will award tax-payer funds, submitted application materials are subject to public disclosure and available upon request to the public. However, it is HSD practice to not fulfill public disclosure requests until the award process is completed.
14.	9/24/2015	Is this RFQ only intended for local providers in the U District or is open to all?	The RFQ Guidelines and Application document states applicants must have prior homeless youth service experience but are not required to be from the University District.
15.	9/24/2015	Are there any job security expectations? That the new agency must keep current employees?	The expectation is that the organization is ready to operate on January 1, 2016 and that there is no program interruption.
16.	9/24/2015	Would an agency need to apply as the lead agency or can an agency apply as a collaboration?	Yes, an agency would need to apply as the lead agency with subcontracted or MOU agencies in place and identified in the application. The expectation is that the program and all its partners are ready to operate on January 1, 2016 and that there is no interruption of program services.
17.	9/24/2015	Does applying agency require upfront cash?	As outlined in the RFQ Guidelines and Application document page 16, the applicant must describe how the agency has the capability to meet program expenses in advance of reimbursement. The UDYC budget shared by Catholic Community Services at the 9/14/15 UDYC Gathering was discussed and has been posted on the HSD funding website at the following web address: http://www.seattle.gov/humanservices/funding/
18.	9/24/2015	Who at the City will be reviewing the applications?	RFQ rater's names are confidential. Public disclosure requests will provide rating documents identified with the rater's number vs. the rater's name. Raters are selected for their content expertise and must sign a sheet stating they do not have a conflict of interest with any of the applying agencies.